

POSITION TITLE: Government and Legislative Affairs Director (Ordinance Title: Strategic Advisor 3)

Who May Apply Direct: All regular employees who meet the requirements stated below.

Unit/Location: Office of the Superintendent

Primary Duties: Provides leadership that builds and sustains strategic government and legislative relationships. Represents, promotes and advocates the interests and needs of the organization in front of government, regulators, and policy-makers. Responsible for creating and executing an annual government relations and legislative plan coordinated within the Utility and the City of Seattle. Serves as the Utility's primary liaison to elected officials at the state and federal level and with regulatory agencies, organizations devoted to developing public policy as well as public interest groups. The long-term impact of this position on the business objectives of Seattle City Light is significant. The relationships that are fostered and maintained among regulatory agencies, state and federal government elected officials and their staff, are vital to the success of the organization. The position is engaged in utility-wide policy, strategy and tactics involving significant financial exposure to the Utility and the City of Seattle.

Key responsibilities and deliverables include, but are not limited to:

- Leads the development and coordination of strategies for City Light which serve to create and maintain useful relationships with local, state and federal elected officials, particularly those who have an interest in the utility industry, environmental policy and other regulations that may impact the business process of the Utility.
- Manages the flow of communications between the utility and federal government and agency officials, industry organizations and all other third parties that may affect the organization's short and long-term business operations and interests.
- With elected officials and senior officials of the utility, helps establish policy to serve the utility's interests before the state legislature. Creates strategies, and tactics to achieve the utility's legislative goals.

Required Qualifications: A Bachelor's degree in public policy or administration or related field is required. Substantial management and leadership experience in a external or community relations or related area of responsibility typically gained through 10 or more years progressively responsible assignments; at least 7 of which were in a leadership role in a large, complex multicultural and diverse organization. Demonstrable knowledge of requirements necessary for advocacy before state and federal bodies, of legislative procedures, policy making, negotiations, legal decisions about the electrical industry, and of the power industry and public utilities. Ability to relate to multiple constituencies which may have competing business interests. Skilled in developing and maintaining effective and positive relationships with multiple constituencies, navigating local, state and federal governmental agencies and legislative bodies; pro-actively identifying potential legislative issues that might impact the organization, and formulating policies, developing strategies and recommendations on issues and/or legislation. Ability to develop and maintain creditable and responsible relationships with legislators, federal and state regulatory bodies and their staff, relate complexities to individuals, think critically and strategically, be persuasive and professional in verbal and written communications with multiple constituencies including employees, customers and other stakeholders. Actively promote, support and manage key strategic City-wide initiatives including those related to fair and equal employment, diversity and justice in the workplace. Successful candidates must demonstrate their commitment to and involvement in activities that create and sustain a workforce free of racism and discrimination and that values multiculturalism and diversity as a workforce and community asset.

Desired Qualifications: A Master's degree and utility experience. Knowledge of public sector organization practices including labor relations. Skilled in creating and delivering public presentations to a variety of constituents, managing shifting priorities with very little direction, and recruiting and managing a multicultural and diverse staff that possesses various skills. Ability to foster and model effective customer service. Ability to coach, counsel, and develop employees, including those of different racial, cultural and demographic backgrounds. Ability to provide management direction in a environment of change, willingness to make difficult and challenging decisions, provide clear expectations and directions, foster creativity and problem solving, perform the physical requirements and essential functions of the job, and address conflicting issues and demands, and changing priorities.

Position Requirements: Security clearance and background check may be required. A five years driver's abstract must be submitted upon request (regular City employees are exempt from this requirement).

How to Apply: For complete job description and instructions for applying, visit www.seattle.gov/light. Resumes and cover letters must be e-mailed by midnight Sunday, December 11, 2005 to be considered.

[Click Here For Full Job Description](#)